

## **Annual EEO Public File Report Form**

Mountain Lake Public Telecommunications Council

[Call Sign - WCFE]

### **Annual EEO Public File Report**

The purpose of this EEO Public File Report ("Report") is to comply with Section 73.2080(c)(6) of the FCC's 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following station(s): [WCFE and Communities of License] and is required to be placed in the public inspection files of these stations, and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning February 1, 2008 to and including January 31, 2009 (the "Applicable Period").

The FCC's 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules.

Appendices 1, 2 and 3 which follow have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

For purposes of this Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer. A person was deemed "interviewed" whether he or she was interviewed in person, over the telephone or by e-mail.

Filename: Annual EEO Public File Report

\* Indicates sources that have requested notification of job openings.

**Appendix I**

**Annual EEO Public File Report Form**

Covering the Period from February 1, 2008 to January 31, 2009

Station(s) Comprising Station Employment Unit: [Station Call Signs - WCFE]

**Section 1: Vacancy Information**

	Full-time Positions Filled By Job Title	Recruitment Source of Hiree	Total Number of Interviewees from All Sources for This Position
1	PBS News & Public Affairs Host/Producer	Person from the outside – word of mouth	2
2	Director of Fundraising & Business Development	Was a staff person already at the station	11
3	Producer/Director of Photography/Editor	Had resume in-house already/staff called him	1
4	Supervising Producer/Writer Documentary	Applied for an earlier position/resume in-house	7
5	Videographer/Editor Level 1	In-house posting/employee	1
6	Corporate Marketing Rep	Monster.com	3
7	Master Control Board Operator	MLPBS website	4

Total Number of Persons Interviewed During Applicable Period: 29

119-1111

7011	29
------	----

115-27

	Plattsburgh, NY 12901			
5	North Country Chamber of Commerce	www.oppshop.org		
	P.O. Box 310 (7061 Rt. 9)	518-563-1000		
<b>No.</b>	<b>Recruitment Source</b>	<b>Contact</b>	<b>Total Interviewed</b>	<b>Entitled to Notification</b>
	Plattsburgh, NY 12901			
6	Mountain Lake PBS (website)	www.mountainlake.org	3	
	One Sesame Street	518-563-9770		
	Plattsburgh, NY 12901			
7	Connecticut Schools of Broadcasting	csbnewjersey@800tvradio.com		yes
	377 Route 17 South Penthouse	201-288-5800 (www.800tvradio.com)		
	Hasbrouck Heights, NJ 07604	or Tom DeFranco		
8	In-House Employee		3	
9	Learned about position from underwriter			
<b>No.</b>	<b>Recruitment Source</b>	<b>Contact</b>	<b>Total Interviewed</b>	<b>Entitled to Notification</b>
10	NYS Broadcasters Association 1805 Western Avenue, Albany, NY 12203	Sandy 518-456-8888		yes
11	Applied for an earlier position		1	
12	Vermont Department of Labor 63 Pearl Street Burlington, VT 05401-4331  Vermont Job Link – when ad goes through VT Dept. of Labor, it will also go to VT Job Link	Marianne Green 802-652-0303  Brad Page 63 Pearl Street Burlington, VT 05401 802-652-0339		
12	Job Fair	Contacts are all different depending on who is running the Job Fair		

13	ProductionHUB.com 801 W. Fairbanks Avenue Winter Park, FL 32789	Tara 407-629-4122	1	yes
14	America's Online Job Bank.com			
15	Wyeth Pharmaceuticals 64 Maple Street Rouses Point, NY 12979	Barbara E. Hebert 518-297-5707		yes
16	Sent in blind submission			
17	Heard from an outside source/personal reference		3	
18	Previously interned @ the station			
19	PBS Connect Forum			
20	Current 6930 Carroll Avenue, Suite 350 Tacoma Park, MD 20912	Fax: 301-270-7241 <a href="mailto:Loreal@current.org">Loreal@current.org</a> or <a href="mailto:Behrens@current.org">Behrens@current.org</a> (Steve Behrens) <a href="mailto:classifieds@current.org">classifieds@current.org</a>		
21	The Suburban - Montreal			
22	Craigs List.com	On-line		
23	Memsys. listserve	Kay Mosko or Nick Herlick		
24	Monster.com		4	
25	CPB.org	Website cpb.org (CPB Jobline)	1	
26	Chronicle of Philanthropy	<a href="http://Philanthropy.com/jobs">Philanthropy.com/jobs</a> Tim Sieja - <a href="mailto:jobs@chronicle.com">jobs@chronicle.com</a>	1	
27	When asked at interview they could not remember what website he had found it on	N/A	1	
28	No indication on cover letter	N/A	2	
29	Internet/Didn't specify web address		1	
30	WGBH Workshop		2	
31	Montreal Gazette	On-line Classified Ad	1	

Filename: EEO/Positions Filled

## Appendix 2

### Annual EEO Public File Report Form

Covering the Period from February 1, 2008 to January 31, 2009

Station(s) Comprising Station Employment Unit: [Station Call Sign - WCFE]

#### Section 2: Recruitment Source Information

	Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Interviewees This Source Has Provided During This Period (If Any)	Full-time Positions for Which This Source Was Utilized
A	Press Republican	4	
B	ETS		
C	NYS Dept. of Labor	1	
D	Westaff		
E	MLPBS Website	3	
F	Chamber-oppshop.org		
G	Career Fair		
H	In-house posting	2	2
I	*ProductionHUB	1	
J	Learned from an underwriter		
K	America' Job Bank.com		
L	*Wyeth		
M	*Conn. School of Broadcasting		
N	*Resources Unlimited		
O	*NYS Broadcasters Assoc.		
P	Staff Referral	1	
Q	Blind Submission		
R	Heard from outside source/personal reference	2	1
S	Previously interned @ the station		
T	PBS Connect Forum		
U	Current		
V	The Suburban		
W	Graigs list.com		
X	*NETA		
Y	Memsys Listserv		
Z	Monster.com	4	1
AA	CPB.org	1	
BB	Chronicle of Philanthropy	1	
CC	When asked they could not remember what website they had found ad on	1	
DD	No indication in cover ltr	1	
EE	Applied for earlier position	2 (this may be a 1/Damian?)	1
FF	Internet/didn't specify web address	1	
GG	WGBH Workshop	2	
HH	Montreal Gazette	1	

\* Indicates sources that have requested notification of job openings.

---

Appendix 3

Annual EEO Public File Report Form

Covering the Period from February 1, 2008 to January 31, 2009

Station(s) Comprising Station Employment Unit: WCFE

**Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken by WCFE]**

Station(s) Claiming Credit: Mountain Lake Public Telecommunications Council

1. Type of Activity Under New EEO Rule:[Job Fair, Scholarship Program, Etc.] Career Fair

- Date of Station Participation: 5/7/08

Participating Employees: Lisa Hoff, Executive Assistant, Sharlene Petro-Durgan, Business Manager

Host/Sponsor of Activity:The Plattsburgh-North Country Chamber of Commerce JOB FAIR

Brief Description of Activity and Station Participation: 5 resumes were received and distributed to the proper department. We had an open position for a Director of Fundraising and Business Development. We had all internship job descriptions available with business cards for those particular departments. We also handed out volunteer opportunities and applications for employment with the station.

These career/job fairs are intended to look for employees for the organization and to meet with many applicants. We want to let the possible future employees to know about the career opportunities the station has to offer. We will be distributing copies of job descriptions, job applications, interview questions (for those we interview), volunteer brochures (for anyone interested in volunteering opportunities at the station), distributed copies of our current Highpoints Program Guides", station banners with our logo and name to be displayed. We will also be gathering resumes and displaying our product.

- 2. Activity: "Broadcasting Career Fair"

Date(s): March 24-30, 2008 – Certificate of Compliance dated April 2, 2008

Participating Employees: Sharlene Petro-Durgan, Business Manager & Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: The New York State Broadcasters Association, Inc.

\* Indicates sources that have requested notification of job openings.

---

Brief Description of Activity and Station Participation: Mountain Lake PBS promoted the event by broadcasting announcements over the two weeks prior to the event. Station personnel participated on the Publicity and Implementation Committees. And, on the day of the event, station personnel interviewed attendees.

✓ 3. Activity: Career Night 2008

Date(s): April 3, 2008

Participating Employees: Sharlene Petro-Durgan, Business Manager Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: The Career Development Center/SUNY Plattsburgh

Brief Description of Activity and Station Participation: The position types were Full-Time Internship and the majors/titles were Communications, Marketing, Education. These career/job fairs are intended to look for employees for the organization and to meet with many applicants. We want to let the possible future employees to know about the career opportunities the station has to offer. We will be distributing copies of job descriptions, job applications, interview questions (for those we interview), volunteer brochures (for anyone interested in volunteering opportunities at the station), distributed copies of our current Highpoints Program Guides", station banners with our logo and name to be displayed. We will also be gathering resumes and displaying our product.

4) Activity: Job Fair

✓ Date: September 10, 2008

Participating Employees: Sharlene Petro-Durgan, Director of Finance & Administration and Lisa Hoff, Executive Assistant.

Host/Sponsor of Activity: North Country Chamber of Commerce – held at the Comfort Inn

Brief Description of Activity and Station Participation: Sharlene and I had all unpaid department internship job descriptions available. We also had one job opening for an "Associate Producer/Researcher" and had the job description available for those who wanted a copy. The station handed out volunteer opportunities, applications for employment and Highpoints Bulletins. We collected ten resumes.

✓ 5) Activity: Internship & Career Fair

Date: November 5, 2008 – 1-4 p.m.

Participating Employees: Sharlene Petro-Durgan, Director of Finance & Administration and Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: SUNY Plattsburgh School of Business & Economics

Brief Description of Activity and Station Participation: Sharlene and I had all unpaid department internship job descriptions available.. We also had one job opening for a



## ATTACHMENT C

\* Indicates sources that have requested notification of job openings.

---

Corporate Marketing Representative position (Sales). and had the job description available for those who wanted a copy. The station handed out volunteer opportunities, applications for employment and Highpoints Bulletins. We collected nine resumes.

6) Activity: Career Night XXXIII

~ Date: Thursday, April 2, 2009 – 4:30-9:00 p.m.

Participating Employees: Sharlene Petro-Durgan, Director of Finance & Administration and Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: SUNY Plattsburgh School @ the Angell College Center

Brief Description of Activity and Station Participation: Sharlene and I had all unpaid department internship job descriptions available. We also had one job opening for a Corporate Marketing Representative position (Sales) and had the job description available for those who wanted a copy. The station handed out volunteer opportunities, applications for employment, Highpoints Bulletins and Art Auction Information and volunteer opportunities. We collected one resume but handed out business cards corresponding to the department internship job description they were interested in. We had one teacher who wanted to volunteer in the Education department.